

ANACONDA CONDOMINIUM ASSOCIATION

POSITION DESCRIPTION

SEPTEMBER 2016

TITLE: Resident Building Manager
REPORTING RELATIONSHIP: Tom Malmgren, Managing Agent
JOB SYNOPSIS: Provide practical and reasonable on property Building and grounds coverage on a seven (7) day per week, 24 hour per day basis to include maintenance of all common areas and elements in a clean, professional and timely manner.
EMPLOYER: Carbonate Real Estate Company

DUTIES AND RESPONSIBILITIES:

Provide competent management of the condominium. The specific duties shall include, but not be limited to the following:

1. Building manager shall refer to the Anaconda Homeowner's Association Operations Manual in carrying out his/her duties to be performed in accordance with this job description. If the Operations Manual is in conflict with the job description or if the building manager is to perform additional services set forth in the Operations Manual, then the Operations Manual shall be the controlling document.
2. Be available to owners, tenants, invitees, and the Association during normal non-business hours and during emergencies in order to discharge Manager's duties. During the ski season and busy summer season, the Manager will maximize his/her availability during business hours several days per week. The manager may arrange, at their expense, for coverage of duties two days per week, excluding weekends during this period.
3. Inspect the exterior of each unit in the complex and each storage area at least once per week to insure all doors are locked and secure.
4. Maintain and care for lawns, shrubs and other landscaping within the common area of the complex. Mow lawn every week or as needed. Fertilize and weed control, as needed. Cultivate and weed flower beds and rock gardens, as needed. Water all plants, trees, and lawns on a regular basis. Assist in landscaping additions, as needed.

5. Inspect and provide daily janitorial services to hallways, saunas, Jacuzzi, entries, stairwells, laundry area, storage areas, and other interior and exterior common area, as necessary. Pick up all trash from around exterior of building, including area around dumpster, and walkways. Clean and stock common restroom daily. Perform chemical tests on Jacuzzi daily. Clean and fill as needed. Perform recommended cleaning and complete water change twice a month. Sweep walkways and parking stalls twice a month or as needed.
6. Coordinate and supervise the work of all repairmen, maintenance men, and others performing work or service within the common areas of the complex.
7. Act as custodian of all keys and keep them in a secure place.
8. Make certain that all interior and exterior lighting is functioning properly at all times. Replace all burned out light bulbs in exterior fixtures, and other common areas immediately. Clean fixtures periodically for maximum effectiveness of lighting.
9. Maintain all common area passageways, outside doorways free from snow and ice. Snow and ice removal is to be completed daily in the following common areas: outside doorways, jacuzzi area, all common areas and walkways.
10. Maintain electrical rooms, and store rooms in a neat, orderly condition at all times in order to eliminate fire hazards.
11. Provide for routine maintenance of common heating systems.
12. Maintain in good condition through proper care of all external common walkways.
13. Oversee parking areas to insure Association rules are enforced.
14. Maintain in good condition the parking areas.
15. Enforce rules and regulations of the Association and maintain orderly conduct in common areas.
16. Perform all minor mechanical repairs to common areas.
17. Coordinate all sub-contractors and assist management company to obtain bids for major repairs, painting, etc. All bids will be reviewed by the Association before entering into any contract for major repairs.
18. Perform monthly unit checks for the following: A) Check thermostat settings of unoccupied units. Maintain Winter & Summer settings @ 50 degrees B) Test and replace batteries in smoke detectors. C) Inspect unit fire extinguishers.

19. Visually inspect all exterior fire extinguishers on a monthly basis.
20. Prepare and maintain proper notes and records relating to the maintenance of the complex.
21. Keep up on all events at Copper Mountain and become familiar with the entire area to enable you to assist visiting guest in an informed intelligent manner.
22. Coordinate dumpster (trash) pick-ups with trash service.
23. Maintain all trash receptacles.
24. Laundry room is a top priority to maintain clean, neat appearance at all times. This is to be checked for maintenance requirements EVERY MORNING AND EVERY EVENING.
25. Any other reasonable duties that may be necessary for the safe, efficient operation of the property.